# Documentation: Rules, Tips, & Strategies
## Illinois Early Intervention System

Complete and accurate documentation provides a comprehensive picture of all the services provided on behalf of a child and family. This includes direct services, IFSP development activities, and other tasks such as leaving messages, emails, faxing documents, etc.

### If it is not documented, it did not happen!
Documentation for each date of service must include at a minimum:

**Child/Family** — Who are you going to see? Your documentation should always include the child's first and last name, date of birth, and EI number.

**Date** — It seems obvious, but remember to document the date of your service!

**Time** — Record the EXACT time-in and time-out of your direct service and the total time spent in minutes. For documentation purposes, DO NOT round to the nearest quarter hour.
*For example: Start - 9:12am/End - 10:16am.*

**Location** — Include a descriptor for where your service was provided (i.e. *child's home, grandparents house, park, childcare center, library, etc.*)

**Participants** — Be sure to include ALL who were present: Parents/guardians or other caregivers (i.e. *significant other, grandparent, friend(s) of family, siblings, aunts/uncles, childcare provider, other children, other EI professionals*)

**You** — Remember to include your own name, title, and signature.

**Overview** — Provide a concise, yet complete objective account of your service. This will include updates in the child's status (health, appointments, other services), which IFSP Outcome(s) and family routines were the focus of the session, progress towards IFSP Outcomes, strategies used, and any updates/changes to the family's priorities.

## IFSP Development

IFSP development provides team members with an opportunity to collaborate to best support families. IFSP development activities include: *Provider to provider consultation, meeting attendance, report writing.* Documentation rules remain the same! Your overview of activities must be detailed in your case notes. For more information, go to *https://go.illinois.edu/ProviderHandbook* .
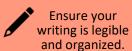
## Helpful Tips

- Record as many details as possible, but stick to the point.
- Be objective and child/family specific in your documentation.
- Keep a separate case notes document in child/family file for all other IFSP and non-billable activities.
- Ensure your writing is legible and organized.

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